

OFFICE OF TRAINING

NOTICE
NO. 85-52 TR(S)

27 August 1952

SUBJECT: Memoranda for the Record

1. The Weekly Activity Reports which are submitted by Staff and Division Chiefs to provide this office with a brief, succinct record of the activities carried out within TR(S) do not, however, completely meet the requirement for establishing an historical file which should include a record of staff planning, research, and discussion relating to the development of TR(S) activities. It is, therefore, desired that Staff and Division Chiefs prepare brief memoranda for the record following all significant interviews, briefings, debriefings, staff meetings and discussions. One copy to be forwarded to the office of DD/TR(S) for inclusion in an historical file.

2. Such memoranda for the record will also serve the purpose of reducing the necessity for lengthy verbal reporting by staff and division representatives, and will provide this office with a more complete basis for supervising current activities.


Deputy Director of Training (Special)

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Distribution: ALL STAFF AND DIVISION CHIEFS, TR(S)

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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